

COUNTY ASSESSMENT

- ◆ How many sites will be open? Are there sufficient numbers to staff multiple sites?
- ◆ In the event of rain, is there sufficient shelter for a large number of clients?
- ◆ Is there power? Full or generator?
- ◆ Is there appropriate bathroom facilities? Is water available?
- ◆ Discuss need for security of cards, staff, etc. Where will EBT cards be stored and issued from for the main site and outposts, if applicable? Consider traffic flow.
- ◆ How many staff are available solely for taking applications? (exclude those who will be keying applications)
- ◆ Is staff required to work weekends to take applications? If so, ensure they are notified with as much advance notice as possible so necessary arrangements can be made (day care, etc).
- ◆ Is there a need for additional staff for application taking?
- ◆ How will lines be designated for regular FNS (if required) and DSNAP applications?
- ◆ Discuss group vs. individual applications, pros and cons of each. The facilitator of the group interview must be clear in explaining information during the group process. If the client completes the application prior to the interview, the worker who reviews the application with the client must ensure appropriate FSU members included, gross vs. net income, etc.
- ◆ How many computers are available for keying? How many workers have NCFast update capability and are available solely for keying?
- ◆ Is there a need for additional staff for keying? If so, contact the Director's Association.
- ◆ Is there a need to send applications to another county for keying? If so, contact Director's Association? Also, be sure to log each application.
- ◆ Can the county house additional staff with employees? Is county willing to pay for hotels, etc. for additional staff?
- ◆ Which supervisor(s) will be designated to take and process employee applications?
- ◆ Is the security officer available over the weekend?
- ◆ Is there adequate staff available for interpreting? If not, seek additional resources.
- ◆ How will the needs of elderly and disabled clients be addressed? Long waiting lines, hot temperatures etc?